



CITY OF OAKLAND
RENT ADJUSTMENT PROGRAM
 250 Frank H. Ogawa Plaza, Suite 5313
 Oakland, CA 94612
 Tel: (510) 238-3721
 Email: rentregistry@oaklandca.gov

RENT ADJUSTMENT PROGRAM (RAP)
PROPERTY REGISTRATION FORM
 REGISTER ONLINE: www.rentregistry.oaklandca.gov

Owners Must Register All Units Subject to RAP Fee (OMC § 8.22.510). Use this form to:

- Register a rental property/unit for the first time under OMC § 8.22.510
- Update ownership/mailling information
- Claim a property/unit exempt

To fully register a property, owners must complete: 1) Property Registration Form; AND 2) a Tenancy Registration Form for EACH tenant-occupied, covered unit.

For instructions on completing this form and for more information on which units must be registered/claimed exempt, please see "Instructions for Completing Property Registration Form."

1. Rental Property Address (as shown on Alameda County tax bill):

_____ Oakland, CA 946_____

2. TOTAL number of residential units on property, including exempt residential units.
 See "Instructions for Completing Property Registration Form" for more information on residential units and exemptions.

3. Year Property Built:

4. Assessor Parcel Number (APN):

5. Date of Purchase or Title Transfer:

6. Owner Name(s). The names of ALL owners of record, plus percentage share, must be listed below:

Name: _____ Ownership %: _____ Name: _____ Ownership %: _____

Name: _____ Ownership %: _____ Name: _____ Ownership %: _____

7. Owner Mailing Address

Owner Name: _____ Contact Name: _____

Street Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

8. Agent / Manager Mailing Address:

Company Name: _____ Contact Name: _____

Street Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

9. Send all RAP Registration mailings to (check one):

Owner Agent/Manager

10. Register a Unit

This section must be completed to register all units subject to the Rent Adjustment Program (RAP) Fee that are rented or available for rent. For more information on which units must be registered under O.M.C. § 8.22.510, see “Instructions for Completing Property Registration Form.”

Please list ALL units that are subject to the RAP fee below. If more space is needed, attach a separate piece of paper with the requested information. If you wish to claim a unit exempt from the registration requirement, go to Section 11.

In addition to listing units below, EACH tenant-occupied unit will require its own RAP Tenancy Registration Form.

If you have questions about which units need to be registered, please contact a RAP Housing Counselor at (510) 238-3721.

Unit Street Address (e.g., 123 Main Street)	Unit Number (e.g., #A, #1/2, #UPPER)	Year Unit Built (If different from Year Property Built. If unknown, leave blank.)	Certificate of Occupancy Date for Unit (If different from Year Property Built)	Unit Is Ground Up New Construction? (Y/N/Unknown)	Date Current Tenancy Started <u>OR</u> Date Unit Became Available for Rent (if vacant)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

EACH tenant-occupied unit subject to the RAP fee requires a RAP Tenancy Registration Form.

11. Claim an Exemption

Please list all units that qualify for exemption. Please refer to “Instructions for Completing Property Registration Form” for more information on exemption(s) that you may qualify for, as well as required documentation. If your unit qualifies for an exemption, please list the unit address below, the exemption type, and the date that the unit became exempt OR attach a separate sheet. Additional documentation may be requested for any exemption claim. All claims of exemption are subject to verification. Exempt units do NOT require a RAP Tenancy Registration Form.

If you have questions about exemptions, please contact a RAP Housing Counselor at (510) 238-3721.

Unit Street Address	Unit Number or Name	No. of Bedrooms	No. of Bathrooms	Exemption Type (See instructions)	Exemption Start Date
1.					
2.					
3.					
4.					
5.					
6.					

12. I declare under penalty of perjury that to my knowledge all information contained on this application is true and correct.

Print Name:

Signature:

Date:



CITY OF OAKLAND
RENT ADJUSTMENT PROGRAM
250 Frank Ogawa Plaza, Suite 5313
Oakland, CA 94612
(510) 238-3721
Email: rentregistry@oaklandca.gov

RENT ADJUSTMENT PROGRAM (RAP)
INSTRUCTIONS FOR COMPLETING
PROPERTY REGISTRATION FORM

 REGISTER ONLINE: www.rentregistry.oaklandca.gov

To fully register a property, owners must complete: 1) Property Registration Form; AND 2) a Tenancy Registration Form for EACH tenant-occupied, covered unit.

If you have questions on how to complete the Property Registration Form, please contact a RAP Housing Counselor at (510) 238-3721 or via email at rentregistry@oaklandca.gov.

1. Enter the address of the rental property as shown on your Alameda County property tax bill OR as shown on the registration letter sent to property owners in May 2023.
2. Enter the TOTAL number of residential rental units and/or rooms on the property, including exempt units. **See Sections #10 and #11 for more information on which units/rooms are covered by or exempt from the RAP Fee.**
3. Enter the year that the property was built (if known).
4. Enter the Alameda County Assessor's Parcel Number (APN); this information is your Alameda County property tax bill. It is also provided on the registration letter sent to property owners in May 2023. If you did not receive a letter or do not know the APN, please contact Oakland Rent Adjustment Program (RAP) for assistance.
5. Provide the date that the current owner obtained the property.
6. Enter the names of ALL rental property owner name(s) as shown on your Alameda County property tax bill.
7. Provide the owner name, an owner contact name, mailing address, telephone number, and email address for the current owner.
8. If applicable, provide the name, contact name, mailing address, telephone number, and email address for the property manager or owner representative.
9. Select **either** one owner or agent to receive all registration-related correspondence from Oakland RAP. Check only ONE box.
10. **REGISTER A UNIT.** The following units/rooms are subject to the RAP Fee and must be registered when tenant-occupied or available for rent. **A Tenancy Registration Form must be completed for EACH tenant-occupied unit subject to the RAP Fee.** A Tenancy Registration Form does NOT have to be completed for exempt units (see Section #11).
 - **Units in multifamily (2+ units) properties built prior to April 1, 2013.** A multifamily property is ANY property with 2 or more dwelling units. Includes single-family homes that also have an additional dwelling unit (ADU), junior ADU, "in-law", cottage unit, or any other additional residential dwelling unit(s).
 - **Rented ADUs, junior ADUs, in-law, cottage units that meet any of the following conditions:**
 - 1) The unit was created from existing residential space in a dwelling unit that was built prior to April 1, 2013.
 - 2) The unit is ground-up new construction AND received a Certificate of Occupancy prior to April 1, 2013.
Please provide the year the Certificate of Occupancy was issued.
 - 3) The unit has not received a Certificate of Occupancy.
 - **Condominium units** built prior to April 1, 2013.
 - **Single-family residences** built prior to April 1, 2013.
 - **Single-Room Occupancy** (boarding or rooming house, hotel, tourist house) in properties built prior to April 1, 2013, where the tenancy is longer than 30 days.



10. REGISTER A UNIT (cont.)

- **Individually rented rooms in a single-family home**, where the owner is renting out the rooms under individual lease agreements. Each room rented under an individual lease agreement must be registered as a separate dwelling unit if the tenancy is longer than 30 days. Includes owner-occupied properties where owner shares kitchen or bath with tenants.
- **Vehicular Residential Facilities (VRFs), such as recreational vehicles (RVs) or tiny homes on wheels**, where the occupant 1) rents the VRF and the space where the VRF is located, or 2) rents only the space where the VRF is located.

11. CLAIM AN EXEMPTION. The following rental units are exempt from the RAP Fee. All exemption claims are subject to verification. **A Tenancy Registration Form DOES NOT have to be filed for exempt units.**

- **Owner-Occupied:** Units that are fully owner-occupied (i.e., no space in the unit is rented in exchange for occupancy). Attach proof of residency such as utility bill, photo ID, voter ID, or medical record. Provide date owner moved into the unit.
- **Hotel:** An accommodation in a motel, hotel, inn, tourist house, or rooming house or boarding house that is not occupied by the same tenant for thirty (30) or more consecutive days.
- **Unavailable for Rent:** Units that are vacant and unavailable for rent for the entire fiscal year (July 1st-June 30th). Please attach explanation for why unit is not on the rental market. Provide date unit became vacant.
- **Occupied Rent Free:** Occupant does not provide rent or service(s) in exchange for occupancy. Provide date occupant moved into the unit.
- **Hospital/Treatment:** Hospitals and healthcare facilities. Includes nonprofit-owned treatment facilities where the occupancy is contingent on the tenant's participation in a residential treatment program.
- **Transitional Homeless:** Nonprofit-owned temporary housing provided to assist unhoused persons transition to permanent housing.
- **New Construction:** Any unit or property which is ground-up new construction and has received a Certificate of Occupancy on or after April 1, 2013. To qualify for this exemption, please attach a copy of the Certificate of Occupancy issued on or after April 1, 2013, or a Certificate of Exemption issued by RAP on or after December 30, 2022, certifying that the property is exempt from both the Rent Adjustment Ordinance and the Just Cause Ordinance. Note: Certificate of Occupancy **MUST** be for ground-up new construction and not for a unit created from existing residential space.
- **Publicly Owned/Operated:** Includes any property owned/operated by the City of Oakland, Redevelopment Agency of the City of Oakland, or Oakland Housing Authority. Please attach proof of ownership.

12. Declaration and Signature. Owner or owner's designated agent/representative must sign and date the form.

How to Submit Registration Forms:

A **Tenancy Registration Form** is required for **EACH** occupied unit that is subject to the RAP Fee. Completed Property Registration Forms and Tenancy Registration Forms may be submitted to the Rent Adjustment Program as follows:

Email: rentregistry@oaklandca.gov

U.S. Mail: City of Oakland Rent Adjustment Program
250 Frank H. Ogawa Plaza, Ste. 5313
Oakland, CA 94612



City of Oakland

Rent Adjustment Program

250 Frank Ogawa Plaza, Suite 5313

Oakland, CA 94612

(510) 238-3721

Email: rentregistry@oaklandca.gov

RENT ADJUSTMENT PROGRAM (RAP)

TENANCY REGISTRATION FORM

 REGISTER ONLINE: www.rentregistry.oaklandca.gov

<p>1. Which Units Need To Be Registered With a Tenancy Registration Form?</p>	<p>All tenancies in residential rental units subject to the Rent Adjustment Program (RAP) Fee must be registered with RAP by July 3, 2023, and annually thereafter by March 1 (O.M.C. § 8.22.510). To fully register a covered property/unit, owners must complete 1) one Property Registration Form for each property and 2) one Tenancy Registration Form for EACH tenant-occupied, covered unit on that property.</p> <p>Use this form to register a tenancy in a covered unit for the first time or to update/confirm information for an existing tenancy.</p> <p>Do not complete this form for units that are exempt. Exempt units include: 1) Fully owner-occupied units, 2) Units that are ground-up new construction and not created from existing space, AND have received a Certificate of Occupancy on or after April 1, 2013, 3) Units rented for less than 30 days. For more information on which units are covered by the registration requirement and which units are exempt, please refer to the Property Registration Form.</p>
<p>2. Unit Information</p>	<p>Unit Street Address: _____</p> <p>Unit Number (#A, #1/2, etc): _____ Number of bedrooms: _____ Number of bathrooms: _____</p> <p>Total Number of Units on Property: _____</p>
<p>3. Initial Registration or Amended Registration?</p>	<p>Use this form to register a tenancy for the first time OR to update/confirm information for an existing tenancy, as is required annually by March 1, 2024. I am (check one):</p> <p><input type="checkbox"/> Registering a tenancy for the first time</p> <p><input type="checkbox"/> Updating a previously registered tenancy in the unit</p> <p><input type="checkbox"/> Updating ONLY the rent information for a previously registered tenancy; all other previously registered information remains the same. (Fill out Part 4 - Rent/Occupancy Information, and then skip to Part 10 - Declaration and Signature.)</p> <p><input type="checkbox"/> Confirming that ALL previously submitted tenancy registration information remains unchanged. (Skip to Part 10 - Declaration and Signature.)</p>
<p>4. Rent and Occupancy Information</p>	<p>Tenancy Start Date: ____/____/____ Number of Occupants: _____</p> <p>Initial Rent: \$ _____ Current Rent: \$ _____</p> <p>Date of Last Rent Increase: ____/____/____ Amount of Last Rent Increase: \$ _____</p> <p>Is unit subsidized or otherwise assisted? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>5. Security Deposit Information</p>	<p>Total amount of security deposit collected at start of tenancy: \$ _____</p>

6. Housing Services Information	<p>Check the box next to all housing services paid for by property owner that are included with the rent:</p> <table border="0"> <tr> <td><input type="checkbox"/> Storage</td> <td><input type="checkbox"/> Water</td> <td><input type="checkbox"/> Laundry Access</td> </tr> <tr> <td><input type="checkbox"/> Garbage</td> <td><input type="checkbox"/> Gas</td> <td><input type="checkbox"/> Sewer</td> </tr> <tr> <td><input type="checkbox"/> Parking</td> <td><input type="checkbox"/> Electricity</td> <td><input type="checkbox"/> Appliances</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Storage	<input type="checkbox"/> Water	<input type="checkbox"/> Laundry Access	<input type="checkbox"/> Garbage	<input type="checkbox"/> Gas	<input type="checkbox"/> Sewer	<input type="checkbox"/> Parking	<input type="checkbox"/> Electricity	<input type="checkbox"/> Appliances	<input type="checkbox"/> Other _____					
<input type="checkbox"/> Storage	<input type="checkbox"/> Water	<input type="checkbox"/> Laundry Access														
<input type="checkbox"/> Garbage	<input type="checkbox"/> Gas	<input type="checkbox"/> Sewer														
<input type="checkbox"/> Parking	<input type="checkbox"/> Electricity	<input type="checkbox"/> Appliances														
<input type="checkbox"/> Other _____																
7. Utilities Metering	<p align="center">Please Indicate below whether utilities are submetered, master metered, or unmetered:</p> <p>Water (check one): <input type="checkbox"/> Individually Metered <input type="checkbox"/> Submetered <input type="checkbox"/> Master metered <input type="checkbox"/> Unmetered</p> <p>Gas (check one): <input type="checkbox"/> Individually Metered <input type="checkbox"/> Submetered <input type="checkbox"/> Master metered <input type="checkbox"/> Unmetered</p> <p>Electricity (check one): <input type="checkbox"/> Individually Metered <input type="checkbox"/> Submetered <input type="checkbox"/> Master metered <input type="checkbox"/> Unmetered</p>															
8. Tenant Information	<p>PLEASE NOTE: Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977. To comply with O.M.C. 8.22.510, tenant names must be provided.</p> <table border="0"> <tr> <td>Tenant Name:</td> <td>Tenant Email Address:</td> <td>Tenant Telephone (Optional):</td> </tr> <tr> <td>1. _____</td> <td>Email: _____</td> <td>Tel.: _____</td> </tr> <tr> <td>2. _____</td> <td>Email: _____</td> <td>Tel.: _____</td> </tr> <tr> <td>3. _____</td> <td>Email: _____</td> <td>Tel.: _____</td> </tr> <tr> <td>4. _____</td> <td>Email: _____</td> <td>Tel.: _____</td> </tr> </table>	Tenant Name:	Tenant Email Address:	Tenant Telephone (Optional):	1. _____	Email: _____	Tel.: _____	2. _____	Email: _____	Tel.: _____	3. _____	Email: _____	Tel.: _____	4. _____	Email: _____	Tel.: _____
Tenant Name:	Tenant Email Address:	Tenant Telephone (Optional):														
1. _____	Email: _____	Tel.: _____														
2. _____	Email: _____	Tel.: _____														
3. _____	Email: _____	Tel.: _____														
4. _____	Email: _____	Tel.: _____														
9. Prior Tenancy Information	<p>Ending Date of Prior Tenancy: ____/____/____</p> <p>Reason That Prior Tenant Vacated:</p> <p><input type="checkbox"/> Tenant moved out voluntarily</p> <p><input type="checkbox"/> Tenant evicted due to nonpayment of rent, breach of lease, nuisance, etc.</p> <p><input type="checkbox"/> Tenant evicted due to owner move-in, withdrawal from rental market, or substantial repairs</p> <p><input type="checkbox"/> Other (please describe): _____</p>															
10. Declaration and Signature	<p>I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown.</p> <p>I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>I am the (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Manager</p> <table border="0"> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td align="center">Signature</td> <td align="center">Print Name</td> </tr> </table> <p>Date: ____/____/____ Telephone: _____</p> <p>Email: _____</p>	_____	_____	Signature	Print Name											
_____	_____															
Signature	Print Name															



To register a covered unit, owners must complete 1) a Property Registration Form and 2) one Tenancy Registration Form for EACH tenant-occupied, covered unit.

If you have questions on how to complete the Tenancy Registration Form, please contact a RAP Housing Counselor via phone at (510) 238-3721 or via email at rentregistry@oaklandca.gov.

1. Which Units Need to Be Registered with a Tenancy Registration Form?

One Tenancy Registration Form must be submitted for **each** tenant-occupied, covered unit. A covered unit is a rental unit that is subject to the Rent Adjustment Program (RAP) fee, which means that the unit is subject to the Rent Adjustment and/or the Just Cause for Eviction Ordinances.

A Tenancy Registration Form is NOT required for units that are exempt from the RAP fee. For more information on which units are subject to the RAP fee, go to [Instructions for Property Registration Form](#) or visit www.rentregistry.oaklandca.gov and click on "Rent Registry Info and FAQs." To claim a unit/property exempt, please complete the [Property Registration Form](#), Section 11, "Claim an Exemption."

2. Unit Information

Unit Street Address: Enter the unit's street address (e.g., 123 Main Street).

Unit Number: If applicable, enter the unit's Unit Number (e.g., #A, #101, #1/2, etc.). If the unit does not have its own unit number, then leave "Unit Number" blank.

Number of bedrooms: Provide the number of bedrooms in the unit.

Number of bathrooms: Provide the number of bathrooms in the unit.

Total Number of Units on Property: Provide the total number of residential dwelling units on the property.

3. Initial Registration or Amended Registration?

The Tenancy Registration Form can be used to register a tenancy for the first time. This form can also be used in subsequent years to update information for an existing tenancy. Please indicate whether you are registering the current tenancy for the first time, or whether you are updating information for an existing tenancy.

Covered units must be registered for the first time by July 3, 2023. Starting in 2024, tenancy data must be updated or confirmed annually by March 1st.

4. Rent and Occupancy Information

Tenancy Start Date: Provide the date that the current tenancy started. If you are unable to determine the exact date, provide your best approximation.

Number of Occupants: Provide the number of occupants as listed on the original lease, plus any additional occupants that have been added as defined by OMC § 8.22.020.



CITY OF OAKLAND
RENT ADJUSTMENT PROGRAM
250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612
(510) 238-3721
Email: rentregistry@oaklandca.gov

RENT ADJUSTMENT PROGRAM (RAP)
INSTRUCTIONS FOR COMPLETING
TENANCY REGISTRATION FORM
REGISTER ONLINE: www.rentregistry.oaklandca.gov

4. Rent and Occupancy Information (cont.)

Initial Rent: Provide the rent that was charged at the inception of the tenancy. If the initial lease term includes a period of discounted rent, please provide the average monthly rent paid over the initial lease term. For owners whose tenants received the Section 8 Housing Choice voucher, provide the total contract rent.

Current Rent: Provide the amount of rent that the tenant is paying as of the date of registration.

Date of Last Rent Increase: Provide the date of the most recent rent increase. If the rent has not been increased since the tenancy began, provide the tenancy start date.

Amount of Last Rent Increase: Provide the amount of the most recent rent increase. If the rent has not been increased since the tenancy began, indicate that the most recent rent increase is \$0.

Is unit subsidized or otherwise assisted? Check “Yes” if the current tenant is receiving the Section 8 housing voucher, or if the unit is otherwise subsidized or assisted.

5. Security Deposit Information. If applicable, provide the total amount of security deposit collected at the inception of the current tenancy.

6. Housing Services Information. Check the box for each service included with the rent as of the date of registration. For example, if the owner is paying for electricity and gas, check these boxes. If the tenant is responsible for payment of these utilities, do not check these boxes.

7. Utilities Metering. For each utility (water, gas, and electricity), please indicate whether the utility is individually, metered, submetered, master metered, or unmetered.

8. Tenant information. Provide the name, email address, and telephone number (optional), of each tenant over the age of 18. If you do not know the tenant’s email, or if they do not have an email, please state “Unknown” or “No email.”

9. Prior Tenancy Information

Ending Date of Prior Tenancy. Please provide the date that the previous tenant vacated. If you do not know the exact date, please provide an approximate date.

Reason That Prior Tenant Vacated. Indicate whether the prior tenant moved out voluntarily; was evicted for cause (such as nonpayment of rent or breach of lease); or was evicted due to an owner move-in eviction, an eviction to withdraw the unit from the rental market under the Ellis Act, or because the owner needed to undertake substantial repairs. You can also check “Other” and describe in your own words why the previous tenant vacated.

10. Declaration and Signature. Owner or owner’s representative must sign and date the form. Please provide a telephone number and email address so that RAP staff may contact you for clarifications or questions.

How to Submit Registration Forms

Completed Property Registration Forms and Tenancy Registration Forms may be submitted to RAP as follows:

Email: rentregistry@oaklandca.gov

U.S. Mail:

City of Oakland Rent Adjustment Program
250 Frank H. Ogawa Plaza, Ste. 5313
Oakland, CA 94612